









An incomplete Rent Table or missing Rent Matrix A missing Utility Allowance Schedule Missing an explanation about the Management Fee in Budget Notes, either as a dollar per occupied unit or a percentage of collections (e.g., \$20 per unit per month or 6 percent of income) Incomplete Budget Notes: Line items that state 'Specify in Notes' should be detailed on the Budget Notes worksheet

How to submit a successful Operating Budget: Section III, Expenses and Submission Instructions

A Few More Common Errors

- Front desk costs and tenant service coordinator expenses <u>must</u> be written on Line 35 – Unique Operating Expenses (not Line 29 – Other Administration)
- Line 4 MPHA payment from Hollman units
- Line 18 MARIF Operating Subsidy Reserve or Section 236 developments with excess income
- Line 81 Annual Partnership Distributions should be blank
- Lines 77 through 94 Note which amounts should be (+) or (-)

9/18/2018

Minnesota Housing | mnhousing.gov

Required Submission Items

- Budget (BudRep with 6/20/2017 on the 'Instructions' worksheet) – When naming the file, follow naming protocol of 'developmentYYYYBUD'. [Note that the document should have an .xlsm file extension.]
- Utility Allowance Schedule
- Rent Matrix (if you are not using the template in the BudRen)

9/18/2018

Minnesota Housing | mnhousing.gov

DESCRIPTION OF THE PROPERTY OF THE PROPERTY

For More Information		
Contact your assigned Housing Management Officer		
Contacts Diane Bauleke - diane, hauleke@state,mm.us Brenda Bever - brenda bever@state.mm.us Shellev Bork - sheller, borkspate mm.us Dave Cole - dave.cole@state.mm.us Linda Dirks-Dione - linda.dirks distate.mm.us Chris Engel - gbris.engel@state.mm.us Earl Erlendsson - gad.erlendsson@state.mm.us	Lence Hoffman - Jenee.hoffman@state.mn.us Sarah Matala - <u>sarah.matala@state.mn.us</u> Matt O'Brien - <u>matt.chrien@state.mn.us</u> Tom Pearson - <u>tom.seanson@state.mn.us</u> Trish Colson - <u>trish.a.oison@state.mn.us</u> Tina Roopey - <u>tina.rooney@state.mn.us</u> Eric Thiewes - <u>cric.thiewes@state.mn.us</u>	
9/18/2018 Minnesota Housing	; mnhousing.gov	10